UNITED
NATIONS

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Secretariat

ST/IC/1993/21
31 March 1993

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Director of General Services

Subject: PROPERTY MANAGEMENT*

1. The purpose of the present circular is to remind staff members at Headquarters of the existing policies on property management. Especially in the context of the ongoing restructuring of the Secretariat, it has become important to emphasize that equipment and furniture, such as computers, printers, desks, chairs or bookcases, assigned to individual staff members are not to be treated as personal property.

2. Equipment and furniture are issued to departments or offices and administered by their respective executive or administrative officers. Staff members transferred to another department or office may take with them equipment and/or furniture provided written authorization has been granted by their executive or administrative officer. A copy of this approval must, in the case of electronic data-processing and communications equipment, be forwarded to the Director of the Electronic Services Division/OGS; in the case of furniture, to the Chief, Buildings Management Service/OGS.

3. Executive and administrative officers are reminded to report surplus items: in the case of electronic data-processing equipment, to the Director of the Electronic Services Division/OGS; in the case of furniture, to the Chief, Buildings Management Service/OGS.

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* Personnel Manual index No. 13165.

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